



AMERICAN EMBASSY, COTONOU

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 004/11

OPEN TO: All Agencies Appointment Eligible Family Members (AEFMs)

POSITION: **Consular Associate**

POSITION GRADE: FP-06 or FP-7
Final grade determined by candidate's qualifications

OPENING DATE: March 22, 2011

CLOSING DATE: Until Filled

WORK HOURS: Full Time; 40 hours/week

SALARY: FP-06 \$44,737 to \$65,697*
FP-07 \$39,994 to \$58,733*

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMS) OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION (COM) AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER MUST BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Cotonou is seeking a U.S. citizen EFM for employment as a **Consular Associate** in the embassy's consular section.

BASIC FUNCTION OF POSITION

Under the supervision of the Consular Officer, provides general support and American Citizen Services (ACS) including passport and other consular services. Receives and responds to correspondence sent from the public and congressional offices about

* Starting salary or "step-in-grade" is based upon number of years relevant experience.

immigrant visa, diversity visa and adoption cases. Drafts correspondence for signature by the Consular Officer. Monitors the Consular Section's public email address. Maintains applicable areas of Embassy website related to consular services. Maintains schedule log for all Immigrant Visa / Diversity Visa cases and American Citizen Services. Supports Consular Section's DNA testing program as required, including accountability functions for DNA test kits and observation of DNA sample collection.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Applicant should state whether he or she is applying for the FP-06 or FP-07 position.

CONSULAR ASSOCIATE, FP-06

- a) Education: A high school diploma.
- b) Prior Work Experience: One year of consular work experience within the last five years.
- c) Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing English.
- d) Knowledge: Successful completion of the 31-day Consular Course PC530.
- e) Skills and abilities: Possession of Diplomatic Security (DS) approved interim or full secret clearance.

CONSULAR ASSOCIATE, FP-07

- a) Education: A high school diploma.
- b) Prior Work Experience: No prior consular work experience within the last five years is required.
- b) Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing English.
- c) Knowledge: Successful prior completion of the 31-day Consular Course PC530 within the last five years is required.
- e) Skills and abilities: Possession of Diplomatic Security (DS) approved interim or full secret clearance.

SELECTION PROCESS

When fully qualified, US Veterans who are already USEFMs are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless serving in a position with a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and maintain a Diplomatic Security (DS) approved secret or higher security clearance.

TO APPLY

Interested candidates for this position must submit the following or HR will not consider the application:

- A. Cover letter.
- B. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174, available on-line on US Embassy website); or
- C. A current resume or curriculum vitae that provides the same information found on the UAE; or
- D. A combination of both, i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- E. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- F. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

HOW TO SUBMIT AN APPLICATION

Application packages containing all the information listed in items "A" through "F" above should be scanned into pdf format and sent as a single file to the following E-mail address. Paper applications mailed to the embassy will not be accepted for this vacancy

announcement. There is no deadline for submission of an application package while this vacancy announcement remains active and advertised.

Management Officer
American Embassy
Rue Caporal Bernard Anani
01 B.P. 2012, Cotonou
Telephone: +229 21 30 06 50
Fax: +229 21 30 19 74
E-mail: hrocotonou@state.gov

DEFINITIONS

1. **U.S. Citizen Eligible Family Member (USEFM):** For purpose of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see definition at #2) at least 18 years old; and
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a U.S. Government agency that is under COM authority:
 - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, or
 - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. **Eligible Family Member (EFM):** An individual who meets the following criteria:

- Is listed on the travel orders or approved Form OF-126, *Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and is a
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610)
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is residing at the sponsoring employee's post of assignment abroad,
 - Does not receive a Foreign Service or Civil Service annuity
4. **Not Ordinarily Resident (NOR):** An individual who:
- Is not a citizen of the host country; and
 - Does not ordinarily reside in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN)

CLOSING DATE FOR THIS POSITION: Until Filled

The U.S. Mission in Cotonou provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.